



CALIFORNIA COMMUNITY COLLEGES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA COMMUNITY COLLEGES	RELEASE DATE:	Tuesday, December 15, 2015
POSITION TITLE:	Vice Chancellor for Student Services and Special Programs	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	12152015_3

POSITION DESCRIPTION

The California Community Colleges Chancellor's Office is responsible for directing, organizing, and coordinating statewide policy development and accountability for the 113 community college system. Under the direction of the Vice Chancellor for Educational Services, the Vice Chancellor for Student Services and Special Programs will have primary responsibility for overall leadership, development and administration of the Student Services and Special Programs Division. These services and programs include: Admissions and Records, Assessment and Placement, CalWORKs, Campus Safety and Security Services, Child Development/Early Childhood Education, COTOP, Cooperative Agencies Resources for Education, Counseling, Disabled Students Programs and Services (DSP&S), Early Assessment Program (EAP), Extended Opportunity Programs and Services (EOPS), Foster Kinship Care Education, Foster Youth Success Initiatives (FYSI), Health Services, Mental Health Services, Student Success and Support Programs (SSSP), Student Equity, Student Financial Aid, Student Senate, Transfer and Articulation, and Veterans Services. All specially funded projects under student services including, but not limited to the Project ASSIST. Allocations of all funds for categorical programs and special projects, monitoring expenditures, and coordinating all collaborative partnerships focused on supportive services for student success.

MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Awareness of the California Community Colleges Chancellor's Office student services programs.
2. Knowledge of applications of technology and integrated approaches in the delivery of student support services focused on student outcomes and student success.
3. Knowledge of community college finance specifically related to student services budgetary

matters.

4. Experience at increasingly responsible levels in the areas of student services and special programs.
5. Ability to think strategically and manage using performance measures to achieve operational and strategic goals.
6. Demonstrated strong management and leadership skills as well as the ability to plan, organize, and direct the work of multi-disciplinary professionals.
7. Demonstrated experience leading policy analysis and development.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Vice Chancellor for Student Services and Special Programs**, with the **CALIFORNIA COMMUNITY COLLEGES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications (SOQ) screening process. The SOQ is a narrative discussion of how the applicant's education, training, experience, and knowledge and abilities meet the minimum and desirable qualifications, and qualify them for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.

An evaluation panel will independently rate each applicant's experience, education, certification, and training for this position based on the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications, knowledge and abilities, and desirable qualifications for this exam. The SOQ may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection).

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA COMMUNITY COLLEGES, Human Resources Office
1102 Q Street, 4th Floor, Sacramento, CA 95811
Lynne Cervinka | 916.323.0165 | lcervinka@cccco.edu

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA COMMUNITY COLLEGES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)